

## Core Course Proposal Process

1. The Core Curriculum site on Moodle (My Moodle → Organizations → Core Curriculum) serves as a repository for documents pertaining to Core business. The site is updated at the beginning of the academic year with sub-folders for each Core area: Analytic Reasoning (AR), First Year Seminar (FYS), Global & Historical Studies (GHS), Indianapolis Community Requirement (ICR), Natural World (NW), Perspectives in the Creative Arts (PCA), Physical Well-Being (PWB), Speaking Across the Curriculum (SAC), Social Justice & Diversity (SJD), Social World (SW), Texts & Ideas (TI), and Writing Across the Curriculum (WAC). The site also includes Assessment and Archives folders.

The Core Course Proposal folder has sub-folders (i.e. Pending Area Committee Approval, Pending CCC Approval, etc.) that help track the progress of individual course proposals through the Core Course proposal process.

2. Core Course Proposal Process:

A flow chart of the Core Course Proposal Process is also available on the Core Moodle site.

- a. Core course proposals are sent electronically to <mailto:coreproposals@butler.edu>. The Core curriculum coordinator 1) uploads them to the Proposals Pending Area Committee Approval sub-folder and 2) notifies the appropriate area committee coordinator that a course proposal is pending.
- b. The course proposal is discussed by the appropriate area committee. The proposal can be approved, approved pending revision, or denied.
- c. The area committee coordinator communicates with the faculty member submitting the course proposal regarding the status of the proposal. If approved pending revision or denied, the area committee coordinator communicates to the faculty member the reasons why, with suggestions, if appropriate, for revising the proposal. If approved, the area committee coordinator submits the course proposal to the Core Curriculum Committee (CCC) through the Core Curriculum Program Coordinator who will 1) move the course proposal into the Proposals Pending CCC Approval sub-folder on Moodle, and 2) notify the chair(s) of the CCC that a course proposal is pending.
- d. The CCC receives the recommendation from the area committee and may approve, approve pending revision, or deny the proposal. The CCC chair communicates the status of the course proposal to the area committee coordinator, the Core Curriculum Program Coordinator, and the Registrar. The area committee coordinator then communicates the status of the proposal to the faculty member. Approved proposals are placed in the Proposals Published for Final Review sub-folder on the CC site on Moodle. If approved pending revision or denied, the CCC chair communicates to the area committee coordinator the reasons why and returns the proposal for appropriate action and possible resubmission to the CCC.

- e. The Registrar will notify the University Community by e-mail of approved courses, which will be available for review in the Proposals Published for Final Review sub-folder on Moodle for 15 days from the notification date. Objections or questions about published approved course proposals should be addressed to the chair of the CCC. The CCC will work with the appropriate area committee to attempt to resolve the difficulties. If resolved, then the course proposal will stand for a subsequent 15 day review. Approved courses standing without objection for the 15 day review period will be added to the Core.
- f. After the 15 day review period, the approved Core course proposal is moved by the Core Curriculum Program Coordinator to the Completed Business sub-folder on Moodle.

### 3. Area meetings

Area committee coordinators prepare the agenda for each of the area committee meetings, direct faculty on the committee to the Proposals Pending Area Committee Approval sub-folder if there are pending course proposals, and send the agenda to area committee members.

Minutes of the area committee meetings should be kept and deposited in the appropriate folder on Moodle.

### 4. Other Core business

Requests for Core exemptions should be addressed to the appropriate area committee. The area committee will review the request and forward a recommendation to the chair(s) of the CCC. The CCC will forward the exemption request with its recommendation to the Faculty Senate for action.

- 5. Individual students requesting a course variance for a Core requirement should contact the Core Curriculum Program Coordinator to complete the appropriate paperwork to make such a request.